



## **The California Managed Risk Medical Insurance Board**

1000 G Street, Suite 450

Sacramento, CA 95814

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[www.mrmib.ca.gov](http://www.mrmib.ca.gov)

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## **JOB OPPORTUNITY BULLETIN**

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### **Research Analyst II (General), Associate Governmental Program Analyst, or Associate Budget Analyst**

**Monthly Salary- RA II: \$4,316-\$5,247/AGPA: \$4,111-\$4,997/ABA: \$4,111-\$4,997**

**1 Permanent, Full-Time Position**

**Location: Downtown Sacramento**

**Position Number: 443-300-5731-002**

**Job ID Number: 05-058**

**Final Filing Date: September 21, 2006**

### **General Statement of Duties:**

Should this position be filled at the Associate Governmental Program Analyst or Associate Budget Analyst level, the duties will be modified accordingly. This is the full journey level class working in a budget unit performing complex fiscal forecasting. Under general direction, the employee performs a variety of tasks including the more independent, responsible, varied and complex technical research and statistical work in support of MRMIB's local assistance fiscal forecasting and budgeting function; he/she may provide consultative advice to various governmental entities and agencies, including the Department of Finance and the Legislature concerning fiscal estimates and their methodology and may serve as a backup lead-person. Work at this level is often characterized by independent development and employment of research methodology and techniques; and assisting in the design and implementation of research projects. Usually involves investigation into areas where precedents are lacking or where only a sparse body of knowledge or experience in the area exists. As a research analyst employed in a budget unit, duties will also encompass technical budgeting in preparation of MRMIB's local assistance portion of the annual Governor's Budget and the annual May Revision. The analyst may also be required to backup the budget analyst responsible for MRMIB's State Operations budget.

### **Specific duties include, but are not limited to, the following:**

- Assists in the design and independently develops and maintains caseload and expenditure estimating models for the HFP, AIM, MRMIP and other special programs. Explains and responds to questions from the Department of Finance, Health and Human Services Agency, the Legislative Analyst's Office and legislative staff, regarding budget estimates for HFP and the Board's other two programs: the Managed Risk Medical Insurance Program (MRMIP) and the Access for Infants and Mothers (AIM) Program.
- Prepares assigned portions of the HFP Estimate for Cost and Caseload. Caseload estimates produced are to be coordinated with and provided to the Department of Health Services (DHS) and Department of Mental Health as the basis for enrollment estimates in the DHS and DMH-administered programs funded under Title XXI: California Children's Services (CCS), Child Health and Disability Prevention Program (CHDP) and the treatment program for children with Serious Emotional Disturbances (SED).
- Participates in the preparation of the Governor's budget and all related schedules; preparation of budget revisions; the writing, evaluating and processing of budget change proposals; and the

reconciliation of appropriations by funding source. Also, provides consultation on fiscal impact analysis for legislative bills and regulations.

- Ensures the integrity of all estimating procedures and conducts research on more accurate estimating methods, especially as related to managed care. Consults with staff and the fiscal forecasting units of the Department of Health Services and other state departments, on new estimating methodologies, necessary for producing two major HFP estimates annually.
- Assists in the development, data collection, analysis, interpretation and presentation of research studies of special nature (i.e., special program utilization studies, long range forecasting, etc.). Acts as lead on some special studies.
- Consult with MRMIB's actuaries and meet with federal government personnel to respond to questions regarding our estimating systems.

#### **Essential Qualifications:**

1. Excellent analytical ability.
2. Excellent written and oral communication skills.
3. Proficiency in MS Excel.
4. Ability to manage projects and coordinate the work of staff or others.
5. Ability to multi-task and meet deadlines.

#### **Desirable Qualifications:**

- A. Demonstrates a commitment to performing duties in a service-oriented manner.
- B. Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- C. Maintains good work habits and adheres to all policies and procedures.
- D. Has advanced knowledge and proficiency in MS Excel.
- E. Keeps abreast of forecasting methods in other states and in current economic and financial literature that may impact the health care industry in California.
- F. Demonstrates the ability to function as part of a fiscal team, work on multiple assignments and meet critical deadlines.
- G. Establishes and maintains liaison with the other state agencies including the Department of Finance on their economic forecasts.

#### **Who May Apply:**

Individuals at the Research Analyst II (General), Associate Governmental Program Analyst, or Associate Budget Analyst level or who have list or reinstatement eligibility may apply. Only the most qualified candidates will be interviewed. Hire may be restricted to SROA or surplus state employees.

Interested parties should submit a Std. 678, State Application (available at [www.spb.ca.gov](http://www.spb.ca.gov)), with Job ID# **05-058** and Position# **443-300-5731-002** written under Section 12 of the application, to:

**Managed Risk Medical Insurance Board**  
**1000 G Street, Suite 450**  
**Sacramento, CA 95814**  
**Attn: Tennille J. Haberman- Personnel**

**Final filing date: September 21, 2006**

Should you have any questions regarding this information, you may contact Kimberly Fong at (916) 319-9361 or via email at [KFong@mrrib.ca.gov](mailto:KFong@mrrib.ca.gov).

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